

**STATE OF WASHINGTON**  
**OFFICE OF FINANCIAL MANAGEMENT**  
**AMENDMENT NO. 4**

**“Actuarial Consulting Services”**

**Request for Proposals OFM No. 10-1000**

OFM RFP No. 10-100 is amended to include the following bidder question and answer from the Office of Financial Management.

**Question 1.** Section 1.3, Mandatory Minimum Qualifications, requires that a Consultant be licensed to do business in the State of Washington or provide a commitment that it will become licensed within thirty (30) calendar days of being selected as the Apparently Successful Contractor. What licenses are required to perform actuarial and claim audit services for the State?

**Answer 1.** Section 1.3 refers to a Consultant having a Uniform Business Identifier (UBI) Number, which is a Washington State tax ID number.

If a bidder does not have a UBI number, the State of Washington has a convenient, one-stop system that provides for ease of registration. The Unified Business Identifier (UBI) Program allows a business to register by filling out a Master Application form. The Department of Licensing administers the Master License Service (MLS). MLS collects licensing information and fees on behalf of several state agencies. MLS also helps businesses to determine all of the state licenses, registrations or permits they need to do business in Washington State. Information may be obtained by contacting the Department of Licensing Master License Service office in Olympia, Washington:

Department of Licensing  
Master License Service  
405 Black Lake Boulevard SW, Building 2  
P.O. Box 9034  
Olympia, Washington 98507-0934  
Telephone: (360) 664-1400

Additional information about the Master Application can be obtained through the Department of Licensing's Internet site: <http://www.dol.wa.gov> Click on Business Licensing. Click on Master Business Application.

**ALL OTHER TERMS AND CONDITIONS OF OFM RFP NO. 10-1000 AND AMENDMENTS NO. ONE, TWO, AND THREE REMAIN IN FULL FORCE AND EFFECT.**